Position Title:	IT Manager
Department:	Technology Solutions
Reports To:	Director, Technology Solutions
Type:	Full Time

Applicants can submit a resume via e-mail to careers@javitscenter.com

The Javits Center has been considered the busiest convention center in the United States, hosting the world's leading conventions, trade shows and special events on Manhattan's West Side. These large-scale events have generated more than $2 billion in annual economic activity for New York City and New York State, supporting as many as 18,000 jobs in and around the facility. Located on 11th Avenue between West 34th Street and West 40th Street, the iconic structure has played a prominent role in New York's recovery and resurgence, and with a state-of-the-art expansion project recently completed, the venue features more than 850,000 square feet of total exhibition space, two new floors of new meeting room space, a rooftop pavilion and terrace, as well as a range of catering, sustainability, and technology services.

Position Summary:

We seek an approachable, technically proficient IT Manager with strong communication skills to join our team. In this role, you'll oversee all admin-facing technology and should be able to explain complex technical concepts clearly and effectively to non-technical staff. Your ability to lead and inspire a team in a fast-paced environment will be crucial, and you must be comfortable with working outside of standard office hours, including some weekends.

The hiring range for this position is $95,000.00 - $110,000.00 annually (paid on a bi-weekly basis). The rate of pay offered will be dependent upon the candidate's relevant skills and experience.

Key Job Responsibilities:

- Demonstrate subject matter proficiency in configuring, managing, and optimizing Windows Server workloads in a range of environments, including on-premises, hybrid, and Infrastructure as a Service (IaaS) platforms. The role encompasses responsibilities such as the integration of Windows Server environments with Azure services to leverage cloud capabilities and the management of Windows Server within on-premises networks.
- Comprehensive VMware Infrastructure Management: This role involves the end-to-end management of VMware infrastructure, spanning from the installation and configuration of ESXi hosts, vCenter deployment, and vSphere Client inventory creation, to managing virtual machine resources, configuring enterprise-level vSphere networking and storage, and overseeing vSphere cluster operations. Additionally, the role includes responsibilities for securing and monitoring the

vSphere environment's performance, managing vSphere replication and VMware Tools Repository, and utilizing VMware vSphere Trust Authority for infrastructure security. It requires strong proficiency in configuring the vCenter to use external identity sources, managing certificates, and ensuring compliance and high availability within a sophisticated, large-scale enterprise context.

- Develop and maintain knowledge of Cisco's Hyperflex, Application Centric Infrastructure (ACI), and DNA SD-WAN solutions.
- Act as the primary IT point of contact for staff, clearly explaining complex technical matters to non-technical employees in an accessible and understandable manner.
- Lead, inspire, and mentor a small team of IT professionals, promoting a culture of collaboration and innovation.
- Liaise with various stakeholders and departments to ensure technology needs are met and exceeded.
- Ensure systems security and compliance in line with company and industry standards.
- Provide on-call support for urgent technical issues as needed.

Qualifications:

- Minimum of 10 years of experience in a similar role or supporting IT roles.
- Proven experience with Microsoft Server and Active Directory, VMware, and Cisco technologies.
- Must hold one or more relevant certifications from VMware, Microsoft, or Cisco.
- Strong experience in leading a team with a proven track record of team development.
- Exceptional communication skills with the ability to explain complex concepts in a simple, approachable manner to various audiences.
- Must be self-driven and able to work independently, with a solid commitment to continuous learning and system improvement.
- Experience in the hospitality industry is considered a significant asset.
- Willingness to work flexible hours, including some weekends, as needed.

Requirements:

- Must be fully vaccinated against COVID-19 and any additional vaccinations against COVID-19 as recommended by health officials during your employment.
- Must work full-time onsite at the Javits Center